

ELECTRONIC NOTECARDS

Within your account, you may create, sort, organize and share notes for your project. It is best to always link your notecards to a citation, so begin by creating a citation for your source.

1. Begin by clicking on **NEW** under the notecard column to open a notecard template from your Works Cited page.
2. Complete the **TITLE** field with a word or phrase that describes the content of the card.
3. Review the **SOURCE** field to confirm that you are linked to the correct source.
4. If the source is a website make sure to enter the persistent link.
5. You may subdivide your notecards by using **Clusters**. Clusters are subject to headings for the cards. For instance, a paper about Stephanie Meyer and Twilight might include a cluster for biography and another for criticism. If you cluster your cards, you may print one cluster at a time.
6. Create multiple **TAGS** identifying keywords and concepts in the content of the card. This is a searchable field, This means that all of your notecards will come up together if they share the same tag.

CONTENT OF CARDS

Electronic notecards reflect three stages of the note-taking/organizational process.

1. **Direct Quotation:** Copy and paste words and images in this space. The content of this card reflects original source material and not your own work.
2. **Paraphrase:** In your own words restate the key ideas and concepts found in the original quotation. Check carefully against the original source to be sure you have not plagiarized.
3. **My Ideas:** Use this working space for your thoughts, ideas and further questions you have to help you in the research process.
4. When you have finished creating a notecard make sure you save it. The notecards can be printed or shared.
5. **Printing notecards:** Notecards may be printed in three ways. Some editing may be required to maximize use of space. Use the print icon in the Notecard "tabletop." You will need to export the cards to a WORD file. You can print a) individual card, b) selected notecards, c) all cards.

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CITING SOURCES WITH NOODLETOOLS



Create a Bibliography
Take Notes Online
Organize Your Notes
Create an Outline
Add Notecards
Use google.docs

Canon-McMillan
High School
Media Center

Creating an Account

The **Noodletools** icon is located on the library web page. Click to open the website. After opening Noodletools, click on the **New User Registration**.

Select **Subscription Type** and choose an account linked to a school/library subscription.

Click on “Register.”

Enter the school user name and password:

Username: bigmac

Password: canon

You will then be prompted to provide some information:

Select—student or library patron

Create a **personal ID**. At CMHS your personal ID is the same as your computer login.

Ex: 14smithk (year of graduation, last name, first initial)

The password is your student ID #.

Fill in the next set of boxes.

Enter your initials.

Enter last 4 digits of phone #

NoodleTools Tips

Returning users may have to edit or update their profiles. Fill in the necessary information required.

Logging in brings you to your account’s “My Project” page. Here you will see previous projects that you created.

Start a new list for each project you are working on.

Click on “**Create a New Project**” button.

Choose a style **MLA Advanced**.

Description: Name your project. You may want to give it the name of the assignment, or the subject of the teacher.

The new list name will appear. Click on it to open. You will see the **Dashboard** and you may enter the research question and the thesis statement. The dashboard helps you track and organize your work.

You will also be able to “**share**” your project with your teacher. Enter the name of the assignment drop box and your first and last name. The **Components** and **To Do List** keeps you on task. Your teacher’s feedback will appear in Comments.

When you are ready to begin making a **Works Cited** page, click on **Bibliography**.

Citation Help

Using the drop down menu select the best match for the source you are citing. Remember books, magazines, etc. may be print or online.

Select “**Reference Source**” when citing a dictionary, encyclopedia, thesaurus, almanac, atlas, or anthology.

Select “**Website**” when citing original online material found within a search engine and not conforming to a specific media type (newspaper, magazine, e-book, subscription database, etc.) Remember to record URLs when doing your research.

Once you select a source type, you will be asked a series of questions to help you fill out the form. Copy and paste the name of the Website and URL to avoid spelling errors. Use the prompts and blue links to help with each field. “**Check For Errors**” and make changes.

Generate the citation. To print choose Export and Print. Remember to save in your folder.